



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Vacancy Announcement No. 2014-03

January 8, 2013

Open To: U.S. Citizen EFMs only
Position: Security Escort – FP-9 / FSN -5
Opening Date: Immediate
Closing Date: OPEN UNTIL FILLED
Work Hours: Part-time; 20 hours/week

THIS NOTICE CHANGES THE DUE DATE FOR APPLICATIONS AND THE AREA OF CONSIDERATION

The U.S. Embassy in Bujumbura is seeking an individual for the position of **Security Escort** in the Facilities Maintenance Office. This position requires a SECRET security clearance and is a 5 YEAR (maximum) appointment.

BASIC FUNCTION OF POSITION

Provides escort service for offices located in the CAA, non-CAA areas of the Embassy Chancery and Compound, and the Chancery roof for un-cleared personnel and visitors. Maintains the Facilities Maintenance Office's escort database.

MAJOR DUTIES AND RESPONSIBILITIES

50% OF TIME:

The incumbent manages the security escort program for the Facility Management Section and performs the duties of security escort for personnel without a security clearance who perform maintenance and repairs in the Controlled Access Area (CAA) and the roof of the Chancery. These workers must be escorted from the beginning until the end of the project and the work may be performed on weekends and/or after business hours.

Assists, as needed, with randomly purchased items for CAA space. Incumbent also escorts secure materials from a secure storage location to final destination, as well as performs x-ray, electronic and visual inspection of materials coming into a CAA.

Provides escort service for various units within the embassy Chancery, General Services Office Compound and warehouses requiring escort of un-cleared personnel. Escorts materials located in secure storage areas to their final destination.

30% OF TIME:

Maintains the FM's escort databases. The incumbent will work directly for the Facility Manager and will perform clerical functions related to Facility Management work when not conducting escort duties. Incumbent receives policy guidance, security instructions and advice from the Facility Manager, complemented by other instructions from the Regional Security Officer.

20% OF TIME:

The incumbent will manage short term administrative projects as assigned by the Facility Manager.

A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education** - Completion of high school.
- b. **Prior Work Experience** - One year of general work experience
- c. **Language Proficiency** – Level III English is required.
- d. **Job Knowledge** - Knowledge of administrative management procedures.
- e. **Skills and Abilities** – Must be able to obtain at least a Secret Level security clearance. People oriented; ability to maintain observation of workers for long periods of time. Good computer skills required.

POSITION ELEMENTS

- a. **Supervision Received:** Reports directly to the Facility Manager.
- b. **Available Guidelines:** Regional Security Office security guidelines and protocols
- c. **Exercise of Judgment:** Must be able to give direction to those being escorted and have the confidence to stop work and report incidents when compliance with security standards is in question.
- d. **Authority to Make Commitments:** Must be able to relay decisions with confidence and firmness
- e. **Nature, Level and Purpose of Contacts:** Position requires contact with all levels of embassy personnel.
- f. **Time Required to Perform Full Range of Duties after Entry into the Position:** One month.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities>. Interested applicants for this position **must** submit all the following documents with their application:

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174);
2. A current resume or curriculum vitae that provides additional information;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Optional: Any other documentation (e.g. certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above can be added to your application.

SUBMIT APPLICATION TO

Human Resources Office
Attention: The Human Resources Officer
Embassy of the United States
Avenue des Etats Unis
B.P 1720 Bujumbura

(Please indicate your Name, your Telephone number and the Position Title on the envelope and sign in the logbook upon drop-off of your application)

or

Email: BujumburaHR@state.gov

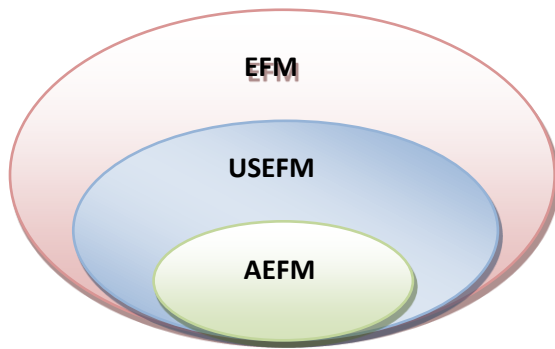
POINT OF CONTACT

Telephone: +257. 22.20.70.24

CLOSING DATE FOR THIS POSITION: OPEN UNTIL FILLED

The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and
- EFM (see above) at least 18 years old; and
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Is Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring

employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- **Does not receive a Foreign Service or Civil Service annuity**

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Approved: MO IHicks Jr.
Cleared: HRO/FMO HEagleton
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